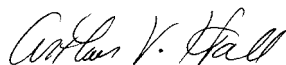


For: State and County Offices**Farm Loan Program (FLP) Orientation and Credit and Financial Analysis Training (CFAT)****Approved by:** Acting Deputy Administrator, Farm Loan Programs**1 Overview****A****Background**

All District Directors (DD's), Farm Loan Managers (FLM's), and FLP Specialists who have not been formally trained in credit and financial analysis and employees receiving loan approval authority since October 1, 1995, shall successfully complete the credit and financial analysis session and the FLP Training Program testing process. Any employee hired as a Farm Loan Officer (FLO) or in a Farm Loan Officer Training (FLOT) position must successfully complete the FLP Training Program, including orientation, credit and financial analysis, and testing.

The FLP Training Program:

- is an individually paced training program conducted onsite by FLM
- is comprised of:
 - FLO orientation
 - 34 training modules
 - CFAT
 - actual demonstration of skills acquired
 - testing
- shall be completed in 1 year from attending orientation.

The FLO orientation session for newly hired FLO's and all CFAT sessions will be taught as nationwide group-paced sessions in a centralized location at different times.

Continued on the next page

Disposal Date	Distribution
December 1, 2001	State Offices; State Offices relay to County Offices

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1 Overview (Continued)

B

Purpose

This notice provides training information for:

- existing FLO's
 - DD's, FLM's, and FLP specialists who have not been trained in credit and financial analysis
 - to-be-hired or newly hired FLO's.
-

C

Contact

The State FLO Training Coordinator shall submit all registrations by FAX to Julia Jackson, Training and Development Branch, HRD, at 202-418-9131.

Direct questions about training to Chris Greenwalt, National Technical Program Coordinator, at 202-690-0431.

2 FLO Orientation

A

Objective

This training provides the participant with the following:

- overview and history of FLP's
 - types of loans available
 - terms and acronyms commonly used
 - COC's role
 - employee responsibilities
 - communication skills
 - organization of credit delivery.
-

B

Participants

Participation in the FLP Training Program, including the FLO orientation session, will be limited to employees hired as FLO's and FLOT's. If there are questions about who is eligible or required to attend, contact the National FLO Training Coordinator.

C

Observers

A limited amount of space is available for observers at each session. Anyone planning to attend as an observer must also complete the FLOT registration form (Exhibit 1) and identify themselves as an observer.

Continued on the next page

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2 FLO Orientation (Continued)

D

Schedule

FLO orientation sessions are being scheduled on an as-needed basis. All sessions will be:

- conducted from 1 p.m. Monday through 12 p.m. Friday
 - held in a central location.
-

E

Registration and Accommodations

Complete the FLOT registration form (Exhibit 1) for an FLO orientation session after being hired.

Acceptance of each registration will be returned to the State FLO Training Coordinator with hotel information. Hotel registrations must be received before the cutoff date to obtain government room rates.

The maximum per diem rate for the area will be provided with confirmation of attendance.

3 CFAT Information

A

Objective

This training better acquaints employees with what constitutes adequate financial data on which to base a direct or guaranteed loan decision.

B

Participants

CFAT:

- is offered to the following employees:
 - primarily newly placed DD's and FLO's with credit decisions in their job description who were not previously trained
 - other employees granted loan approval authority since October 1, 1995, who have not been formally trained in credit and financial analysis
 - is required to obtain loan approval authority
 - has limited space per session.
-

Continued on the next page

3 CFAT Information (Continued)

C

Schedule

All sessions will be:

- conducted from 1 p.m. Monday through 12 p.m. Friday
- held in a centralized location.

Evening work may be required.

D

Registration and Accommodations

Participants must register, using the FLOT registration form (Exhibit 1), for a CFAT session as soon as possible. Registrations for any upcoming training sessions must be received before the cutoff date for hotel registrations to:

- be considered for that training
- obtain government room rates.

Acceptance of the registration will be returned to the State FLO Training Coordinator with hotel information.

The maximum per diem rate for the area will be provided with confirmation of attendance.

E

Completion

Participants will be required to complete a post-test and obtain an acceptable score to determine proficiency. If an acceptable score of at least 80 percent is not achieved on the post-test, participants must seek further training opportunities in this area before completing FLOT or obtaining loan approval authority. Any deficiencies will be discussed with the Farm Loan Chief, SED, and the State FLO Training Coordinator, and an appropriate training plan will be developed.

Notice FLP-178

4 Additional Information

A

Completing SF-182

Complete SF-182, according to 6-PM, for each participant to document each training session.

B

Disability Accommodations

Persons with disabilities who require accommodations to attend or participate in this training should notify the following of special needs when registering for the training:

- airline and hotel of the required accommodations that are needed
 - Julia Jackson, Training and Development Branch, HRD, at 202-418-9049.
-

C

Travel Authorization

Travel for identified State participants shall be charged to Washington-controlled State travel. State participants will use the special project DA code when using the Washington-controlled State travel code.

FLOT Registration Form

This form will serve as the official enrollment document for each participant in the FLOT program. This form is to be submitted by the State FLO Training Coordinator for each participant in FLO Orientation or Credit and Financial Analysis Training. Anyone not attending FLO Orientation will not be registered in the FLOT program.

Submit the following information for each individual to:

Julia Jackson, HRD
Training and Development Branch
FAX 202-418-9131.

State: _____

Participant's Name: _____

Work Phone: _____

Job Title: _____

Date Started in **Current Job**: _____

Submitted by: _____
(State FLO Training Coordinator)

Orientation: FLO's and FLOT's only

_____ New-Hire

Credit and Financial Analysis

_____ Need to complete

Special request or comments: